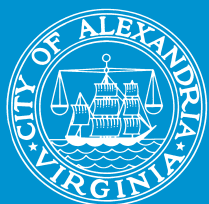




ALEXANDRIA FUND FOR HUMAN SERVICES

Investing in People - Building Community

FISCAL YEAR 2011 REQUEST FOR GRANT PROPOSAL



Children's Fund

Funding is available for human services through the following three grant programs under the Alexandria Fund for Human Services (AFHS):

Community Partnership ■ Youth Fund ■ Children's Fund

The goal of the Alexandria Fund for Human Services is to provide funding opportunities for human service programs in Alexandria, Virginia. This fund allows the City to support programs vital to meeting the needs of our community, with broadly defined service priorities for young children, youth, seniors, immigrants and the disabled. AFHS is the umbrella fund that coordinates grants and special initiatives for the Community Partnership Fund, the Youth Fund and the Children's Fund. Although the three funds have different priorities and varied allocations, together they help ensure that the City's most vulnerable citizens will be served.

Funds for the Alexandria Fund for Human Services are allocated annually by the City Council. The total amount of the funding for FY 2010 is allocated as follows: Community Partnership Fund \$841,328, Youth Fund \$274,672, and Children's Fund \$899,098. The funding available through the AFHS is allocated through a competitive request for proposals process. Review panels evaluate applications and make funding determinations.

In recognition of the current economic downturn, the City recognizes the need to be flexible in where funding is targeted and is thus returning to a one year funding cycle. This will allow the City to quickly shift priorities as needs change. Special consid-

eration will be given to programs that historically provide essential safety net services for our most vulnerable clients.

A **pre-proposal conference** will be held on **Thursday, March 4, 2010, 1 p.m.**, at the Lee Center, 1108 Jefferson Street, Alexandria, Virginia, 22314. This session will cover all three AFHS grants, offering potential applicants an opportunity to ask questions about any aspect of the Requests for Grant Proposals. Attendance at the pre-proposal conference is strongly encouraged, particularly for first-time applicants. This will be the only workshop held. Advance registration is required so that adequate materials are available. For the Youth Fund applicants only, an overview of the Developmental Asset model will be provided. **To register to attend, please call 703-746-5970 or TTY/TDD 703-836-1493 by Tuesday, March 2, 2010 at 3 p.m.**

CHILDREN'S FUND GUIDELINES

The following Guidelines apply specifically to the Children's Fund. Any organization, public or private, for-profit or non-profit 501(c)(3), is eligible to apply for funding. The funding period will be

CITY OF ALEXANDRIA, VIRGINIA, AFHS CHILDREN'S FUND

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one year beginning July 1, 2010 and ending June 30, 2011.

Children's Fund proposals are due to the Alexandria Department of Human Services, Office for Early Childhood Development on April 14, 2010 by 5 p.m. and may be delivered by hand or by mail. Proposals delivered by mail must be received, not postmarked, by this date. Late or incomplete proposals will not be considered. Proposals submitted by e-mail or facsimile will not be accepted. **Successful applicants will be notified by May 31, 2010.**

Interested parties may download the electronic versions of the AFHS Children's Fund Request for Grant Proposal and the required forms from the City's website, www.alexandriava.gov. Hard copies of the application are available from the Department of Human Services.

The City of Alexandria is committed to compliance with the Americans with Disabilities Act. To request an alternative format, please e-mail or call the Department of Human Services, Office for Early Childhood Development at 703.746.KIDS.

Consultation is available prior to the submission deadline. Technical and contractual questions pertaining to this Request for Grant Proposals should be referred to:

Carol Farrell, Director
Office for Early Childhood Development
Department of Human Services
carol.farrell@alexandriava.gov
703.746.KIDS

I. PURPOSE

The Alexandria Early Childhood Commission, through the Department of Human Services (DHS), is seeking grant proposals from public or private organizations to provide quality early childhood education programs and/or comprehensive services to at-risk children birth to age five. Any organization, non-profit or for-profit, or Alexandria City agency proposing projects based in Alexandria and serving primarily Alexandrians is eligible to apply.

II. BACKGROUND

The Children's Fund was established by the Alexandria City Council in November 1992 to assist in meeting the needs of at-risk children, birth to age five, for quality early childhood programs and comprehensive services. The fund is divided into two more or less equal parts: (1) comprehensive services; and (2) the local match fund. A complete list of programs funded in FY 2009 is available on request.

Definition of at-risk

For the purposes of this document, the Commission's definition of an "at-risk" child is:

One from a disadvantaged environment, whose life circumstances and experiences may hinder development of language competence, adaptive behaviors, strong self-concept and individual responsibility. A disadvantaged environment may also result in low academic achievement and increased exposure to abuse, neglect, exploitation, and/or antisocial behavior.

This definition would include a child: (1) whose family circumstances and family economics qualify him or her to be eligible for services under the public schools' free and reduced lunch program, Head Start, Title 1, Temporary Assistance for Needy Families (TANF—formerly AFDC), and the Child Care and Development Fund; and/or (2) whose behavior and responses indicate a need for a developmentally appropriate setting. The following have been identified as possible risk factors:

- The child's parents or caretakers are teenagers and/or school dropouts, have limited education, or are physically or mentally ill.
- The child's family/caretakers are under stress as evidenced by poverty, episodes of violence, crime, underemployment, homelessness, incarceration, family instability and/or involvement with Child Protective Services.
- The child has health or developmental problems including, but not limited to, developmental delay, low birth weight, and physical or emotional problems due to prenatal substance abuse.
- The child has limited English proficiency.

III. GRANT PRIORITIES

General Priorities

The Alexandria Early Childhood Commission gives priority to Children's Fund proposals that demonstrate collaboration with existing community programs and a knowledge of the Alexandria early childhood community.

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FISCAL YEAR 2011 REQUEST FOR GRANT PROPOSAL

Programs approved for the receipt of Children's Fund monies must agree to share information on the progress of individual children in their programs, using the High/Scope Child Observation Record, with the Alexandria City Public Schools for the purpose of a multi-year longitudinal evaluation of the impact of Children's Fund programs on the progress of at-risk children in public school.

Special consideration will be given to projects that serve children in documented under-served areas of the city. For local match projects, the grant will require at least a dollar for dollar match from funding sources outside the City government.

All proposals shall include a current needs assessment and evaluation plan. Priority will be given to projects that demonstrate collaboration and cost sharing. Efforts should be made to link up with other programs that serve the same population. Programs should ensure that their families have the information they need in order to make good child care decisions. Applicants shall describe the population they plan to serve and must include strategies for providing services for children and families for whom English is a second language.

Program Priorities

Comprehensive services projects provide comprehensive services for at-risk children, birth to five, in the following areas of service, which are not listed in any particular order of importance:

- Early intervention services, which may include but are not limited to screening of at-risk children in their natural environments for:

the need for speech and language services; occupational therapy; physical therapy; referral for special education services; consultation with child care center staff; and parent/family education and parent involvement activities.

- Family support services, which may include but are not limited to an assessment of family needs, observations of children in their natural environments, identification of possible developmental delays and referral to Child Find and the implementation of parent/family education and parent involvement programs.
- Psychological services, which may include but are not limited to observations of children in their natural environments, screenings, evaluations, consultation with staff, staff training and parent/family education, all in collaboration with Child Find.

Local match projects provide a quality early childhood program with comprehensive services and/or early intervention services for at-risk children, birth to age five, such as:

- Projects that expand the number of at-risk children, ages birth to five, in quality early childhood development programs, including parenting education and family literacy that do not qualify for other funding streams. This could include adding classrooms or setting aside slots in existing classrooms.
- Early intervention projects that

provide supportive services and parenting education to high risk families.

Other Programs

The Early Childhood Commission may also consider other types of projects for funding, including:

- Programs that support improving the compensation and benefits of early childhood professionals.
- Costs associated with staff and provider scholarships and training for child care center staff and family child care providers, not otherwise included in the early childhood training budget.
- Additional training in the use of the High Scope Child Observation Record (COR), COR materials and other costs, as needed.

The Commission reserves the right to recommend the set-aside of Children's Fund dollars for specific services or programs, when the need is identified and properly documented, prior to and separate from consideration of proposals submitted in response to this RFGP. If necessary, an additional RFGP may be issued.

IV. REQUIREMENTS

All proposals must focus on children from birth to age five and their families. Proposals may be subject to negotiation prior to the decision regarding the award or as a condition of the award. Areas of negotiation may include: adjustments to proposed budget requests; assurance requirements to address specific state and federal requirements; compliance with all applicable federal, state and city regulations and ordinances;

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or changes to comply with outcome measures and reporting requirements.

V. PROPOSAL FORMAT

Proposals shall include the Application Cover Sheet (Form 1) and Section V, Items A – H. The grant proposal, attachments and forms should be submitted in the order indicated on the Application Checklist (Form 4).

All proposals must comply with the requirements below.

Applicants must provide eight (8) copies of the proposal (an original plus seven copies) including the required attachments.

Proposals should be prepared on a word processor or typed. The proposal narrative (exclusive of the requested forms and attachments) should not exceed ten (10), single sided, 8 ½ by 11 inch pages, and should be in a readable type of 12 point or larger. Pages should be numbered.

Proposals should not be placed in binders or folders; one staple or fastener in the upper-left hand corner, securing all pages, is sufficient.

Funded programs are required to be in compliance with the Americans with Disabilities Act.

Agencies may submit one or more proposals. Agencies may submit joint proposals with other organizations.

A. Grant Priority(ies) Addressed

Define the priorities or needs that the proposal will address. Describe how this program benefits residents of Alexandria. Provide data specific to Alexandria and evidence of the relationship between the proposal,

the population to be served and the Children's Fund program priorities.

B. Program Description

Identify whether the proposal is: (1) a "new" proposal, which is for not-previously-funded proposals; or (2) an "established" proposal, which is for programs that are currently receiving funding or have received past funding from the Children's Fund. Provide a history of the program, including how it was developed.

For new programs, identify how the concept for the project was developed, and describe the start-up efforts to begin the project.

Provide a narrative with an overall program description, including the following:

- Program title
- Population to be served
- Number of persons to be served, including the specific number of Alexandrians
- Services to be provided and/or program components and activities
- Limitations on service or restrictions (e.g., only available in English, state licensure is required for provision of services, special accommodations are required for full participation by persons with disabilities, etc.)
- Geographic area(s) within the city being served
- Hours of operation
- Eligibility for services, including how the program will verify income and Alexandria residency.

In this description, provide information regarding program approaches

to meeting needs of individuals and families and the degree to which they are responsive to problems or concerns in the community.

C. Planned Outcomes, Performance Measurement and Evaluation Plan

Describe the specific, clear and measurable results that will be achieved as a result of the program or service. Provide data on client services (numbers served, cost per client served and cost per successful client outcome), as well as key demographic and workload indicators.

Complete the required "Outcomes Expected to be Achieved" worksheet (Form 3) for each program goal for this section. A sample of a completed form is provided.

In addition, provide a time line for the proposed project (covering the one-year period) showing key tasks, projected accomplishments and expected milestones for the proposed project. Describe the assessment methods/strategies that will be used to evaluate the program (records, surveys, interviews, pre- and post-tests, community feedback) and the anticipated outcomes. The evaluation plan should include methods to identify key success factors, as well as any barriers to effectiveness. Provide examples of the program evaluation process/measurement tools to be used to determine the effectiveness and impact of the proposal.

D. Program Budget Justification

Complete the Program Budget and Revenues form (Form 2). In a brief narrative based on the information provided on the form, describe funding and other resources, including volun-

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FISCAL YEAR 2011 REQUEST FOR GRANT PROPOSAL

teer support, donations and in-kind contributions that will be available to the proposed program. Identify potential for additional funding and support opportunities from non-City sources. Indicate amounts of funding applied for from other sources, if applicable. For established or continuation projects, if the requested amount represents an increase over the previously awarded amount, provide an explanation for the increase.

Identify administrative costs. Identify the percentage of the total budget request to be used for these costs. Only administrative costs directly related to the proposal are to be included in the request. A proportionate share of audit expenses is allowable. Identify the staff needed to accomplish program and job responsibilities. Indicate the percentage of time spent on the proposed program.

Identify all supervisory or administrative positions, including percentage of time devoted to project management, oversight or administrative support functions. Include as attachments all job descriptions directly related to the proposal and label as Attachment 2. For multiple agency/organization proposals, identify areas of shared costs or distribution of costs among participants

E. Funding Issues

Address the impact of partial funding upon the proposal. If you wish the project to be considered for partial funding, indicate the minimum acceptable level of funding and identify the outcomes that could be achieved with the reduced level of funding, incorporating any limitations expected

as a result of partial funding. Finally, identify a plan for raising continuation funding if City funds are no longer available.

F. Qualifications of Organizations

Provide information on the following:

- Organization's mission
- History of organization
- Relevant related experience
- Staff capabilities

If this is a multiple-agency proposal, describe each organization and discuss the above-listed points.

G. Cooperative Relationships and Evidence of Support

Describe how the proposed project complements or supplements other existing resources in the community. Identify how this proposal fits into the existing network of service providers and ways in which they are connected.

Document any collaborations, partnerships or cooperative efforts with other groups, including private and public organizations/agencies, schools, businesses and/or civic organizations. Provide letters from collaborators or partners confirming the commitment to working with the applicant.

H. Required Forms and Attachments

The following forms must be completed and included with the application:

- Application Cover Sheet (Form 1)
- Outcomes Expected to be Achieved (Form 2) - refer to the "Sample" provided and to Section V, Item C, for more information.

tion V, Item C, for more information.

- Program Budget and Revenue Form (Form 3) - this Microsoft Excel form is available on the City's web site at www.alexandriava.gov.
- Application Check List (Form 4)

Required attachments shall be labeled as follows:

- Audited Financial Statements (Attachment 1) - the applicant organization must submit its most recent audited statement (i.e., June 30, 2009). If an audit was not completed, the applicant must submit financial statements including a balance sheet and statement of revenues and expenditures.
- Job Descriptions (Attachment 2) - attach job descriptions of any positions to be funded through the Children's Fund. Refer to Section V, Item D, for more information.
- Organizational Background (Attachment 3) - include a list of the names of the Board of Directors and an organizational chart identifying the proposed project staff. Multiple charts are acceptable.

VI. SELECTION CRITERIA

The director of DHS will appoint a Proposal Review Committee which will review the proposals and make recommendations based on the selection criteria set forth below. Total maximum points for the Children's Fund will be 200 points.

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Selection Criteria for All Proposals (Total of 100 points)

Demonstration of Need (10 points)

- Program Focus and Documentation of Need: the proposal clearly describes the need of the population proposed to be served and how the identified need relates to the funding priorities selected for the proposed project.
- Displays innovation where applicable

Program Design (25 points)

- Design shows clear and attainable program goals
- Application is complete and addresses all required components of RFGP
- The proposal clearly describes a work plan for how the program will be implemented, and a realistic timeline
- There is a clear connection between program resources, program activities, outputs and desired outcomes for the program

Outcomes/Evaluation (15 points)

- Evaluation design uses the format established by the Commission
- Evaluation design documents progress towards program outcomes, measurable changes in knowledge, attitude, behavior and conditions among program participants
- Evaluation design documents the number of persons served and the quality of services provided

Organizational Capacity

(20 points)

- The proposed project will have

direct service, management and fiscal staff with appropriate skills, experience and/or credentials to administer an accountable and responsible project

- Proposal provides documentation of an appropriate fiscal management system

Budget and Budget

Justification (20 points)

- Proposed budget is reasonable and clearly describes all costs for the project
- Proposed budget includes additional resources that will support the project

Support and Collaboration

(10 points)

- Proposal documents support and strategies for collaboration with other agencies where required
- For established organizations, the proposal provides confirmed evidence of successful past project performance or success in initiating, maintaining, and completing similar projects or projects of a similar magnitude (includes references)

Additional Selection Criteria for Preschool Programs (Maximum of 100 points)

- Numbers of at-risk children served and percentage (%) of total population (30 points)
- Provision of a full-day, full-year option for parents who need it (20 points)
- Compliance with Child Observation Record (COR) requirements: (20 points)

- **For new programs:** a commitment to COR documentation of progress of children

- **For currently funded projects:** documentation of COR scores for participating children, including the COR scores from the most recently completed recording cycle and any scores, to date, for the current cycle

Compliance with the National Association for the Education of Young Children (NAEYC) accreditation guidelines:

- **For new programs:** a commitment to applying for NAEYC accreditation as soon as the program becomes eligible, and a commitment to developing a program that meets the following NAEYC accreditation guidelines from the first day of operation: (25 points)
- A developmentally appropriate curriculum
- Appropriate staff ratios and group size
- Effective, substantial parental involvement
- Qualified staff
- Comprehensive services (i.e., psychological, speech/language, health and nutrition education, social work, transportation, vision and dental screening, and parent education)

Or

For existing programs and currently funded projects: documentation of current NAEYC accreditation (30 points)

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Additional Selection Criteria for Non-Preschool Organizations (Total of 100 Points)

- The families and children served by the organization show documented progress (i.e. changes in behavior) in the areas in which the organization provides services (e.g., child abuse prevention, health, parenting skills, incidence of teen pregnancy, etc.) (20 points)
- Numbers of at-risk parents and children served (20 points)
- Quality of program (e.g., qualified staff, appropriate supervision) and, if applicable, program accreditation (20 points)
- Based on standard professional practice, the caseload size is small enough to allow for the provision of quality services (10 points)
- Parents are involved in the development of their service plan and decisions regarding the services provided (20 points)
- Opportunities are provided for ongoing staff training and quality supervision (10 points)

VII. REPORTING REQUIREMENTS

Required Reports

Successful recipients shall maintain complete program and financial records and submit status reports in the format provided by the Department of Human Services. Reports should include financial and program data and identify progress toward the outcomes in the evaluation plan. Interim reports will be due on January 31, 2011. Final reports will be due on July 29, 2011.

Evaluation Workshop

Successful grant applicants may be required to attend a one-day workshop on program evaluation. This workshop will be designed to enhance participant knowledge of the development and measurement of short, intermediate and long-term program outcomes. Additionally, important information regarding reporting requirements for this grant will be reviewed at the workshop. Successful applicants will be notified of potential dates. It is recommended that each organization send two representatives.

VIII. FUNDING PERIOD

The funding cycle will cover a one-year period (July 1, 2010-June 30, 2011). Consideration of grant proposals in subsequent years is contingent upon future City Council appropriations and will also be based upon successful program performance and compliance with grant requirements for the funded year.

PROPOSAL DELIVERY INSTRUCTIONS

Applicants must provide eight (8) copies of the proposal and any attachments (one original plus seven copies). **Proposals are due to the Alexandria Department of Human Services Office for Early Childhood Development no later than April 14, 2010 by 5 p.m.**

LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED. Proposals may be hand-delivered or mailed but must be received, not post marked, by the deadline. Submission by e-mail or facsimile will not be accepted. **Successful applicants will be notified by May 31, 2010.**

For any questions regarding the application process or to obtain additional information on the Alexandria Children's Fund, contact Carol Farrell at 703.746.KIDS or by email at carol.farrell@alexandriava.gov.

NOTES



Form 1
City of Alexandria, VA
REQUEST FOR GRANT PROPOSALS
For Fiscal Year 2011

Application Cover Sheet

Identify the specific Alexandria Fund for Human Services Grant Fund to which this proposal applies. Check one:

☐ Children's Fund ☐ Youth Fund ☐ Community Partnership Fund

Section of the Fund, "New" or "Established," in which applying for funding (please check one): ☐ New ☐ Established

Organization Name: _____

Program Title: _____

Address: _____ Fax #: _____

Executive Director's Name: _____ Telephone #: _____

E-Mail Address: _____ Fax #: _____

Contact Person's Name: _____ Telephone #: _____

E-Mail Address: _____ Fax #: _____

Organization's Total Projected Budget for FY 2010 (exclude in-kind contributions): _____

Grant Amount Requested: _____

Geographic Area(s) Being Served: _____

Population(s) Priority(ies) Being Addressed: _____

Grant Priority(ies) Being Addressed: _____

Briefly Describe the Program or Services to be Provided:

I certify to the best of my knowledge, information regarding this proposal reflects accurate data regarding need and estimates of planned/delivered services. The proposal was considered and approved for submission by the agency Board of Directors on _____ (date).

By signing this application, the undersigned offers and agrees if the proposal is accepted, to furnish items or services for which prices are quoted, subject to final negotiation and acceptance by the City of Alexandria and subsequent contract award.

Executive Director's (or Designee's) Signature: _____

Date: _____

Submission Deadlines for Fiscal Year 2011
All proposals must be received no later than 5:00 P.M.
Community Partnership Fund – March 30, 2010
Youth Fund – April 6, 2010
Children's Fund – April 14, 2010

Mail or hand-deliver to:
Alexandria Department of Human Services
2525 Mount Vernon Avenue
Alexandria, VA 22301



Outcomes Expected to be Achieved

Organization Name: _____

Program Goal: _____

Objective(s)	# Clients	Activity/Service	Outcome Expected	Measurement Tool



Form 2 (Sample)
City of Alexandria, VA
REQUEST FOR GRANT PROPOSALS
For Fiscal Year 2011

Outcomes Expected to be Achieved (Sample)

Organization Name: Jupiter Legal Services

Program Goal: To provide culturally and linguistically appropriate service to low-income cultural- and language-minority individuals and families to improve their functioning and promote stability

Objective(s)	# Clients	Activity/Service	Outcome Expected	Measurement Tool
* Provide information, referral and legal services to help clients address basic needs that, if left unresolved, compromise their stability.	300	* Provide multilingual telephone and walk-in information and referral to other services.	85% will receive information referral in their language.	phone log; client database; agency feedback; client report



Budget & Revenues Form

(For Program for which Funding is Sought Only)

REVENUE BUDGET	2009 ACTUAL INCOME*	2010 BUDGET*	2011 REQUESTED*
1) AFHS Fund			
a. <input type="checkbox"/> Community Partnership Fund	_____	_____	_____
b. <input type="checkbox"/> Youth Fund	_____	_____	_____
c. <input type="checkbox"/> Children's Fund	_____	_____	_____
2) Other City Agency Funding**	_____	_____	_____
3) Other Non-City Cash Funding	_____	_____	_____
Arlington County	_____	_____	_____
Fairfax County	_____	_____	_____
Loudoun County	_____	_____	_____
Prince William County	_____	_____	_____
Other Local Governments	_____	_____	_____
State Government (please detail)	_____	_____	_____
Federal Government (please detail)	_____	_____	_____
Fees	_____	_____	_____
United Way	_____	_____	_____
Grants	_____	_____	_____
Contributions	_____	_____	_____
Other	_____	_____	_____
4) In-kind Contributions	_____	_____	_____
TOTAL PROGRAM REVENUE	_____	_____	_____

*Please indicate whether periods covered are Calendar Year (January – December), Fiscal Year (indicate months included), or Grant Year (July 1 – June 30).

**Please include funding in support of proposed program and identify source (i.e., Children's Fund, MHMRSA contract, DHS contract, etc.)

***Revenues should equal expenditures on all lines except actuals.



Budget & Revenues Form

(For Program for which Funding is Sought Only)

EXPENDITURE BUDGET	2009 ACTUAL EXPENSE*	2010 BUDGET*	2011 REQUESTED*
1) Personnel Costs			
a. Salaries (list position titles)			
<i>Position #1 -</i>			
<i>Position #2 -</i>			
<i>Position #3 -</i>			
b. Fringe Benefits (list all applicable line items)			
SUBTOTAL			
2) Operating Expenses			
a. Space Rental			
b. Postage			
c. Office Supplies			
d. Printing/Copying			
e. Consultant Services			
f. Telecommunications			
g. Training			
h. Travel			
i. Client Services (list all applicable line items)			
j. Equipment Rental			
k. Other (itemize)			
SUBTOTAL			
TOTAL PROGRAM EXPENDITURES			

*Please indicate whether periods covered are Calendar Year (January – December), Fiscal Year (indicate months included), or Grant Year (July 1 – June 30).

**Please include funding in support of proposed program and identify source (i.e., Children’s Fund, MHMRSA contract, DHS contract, etc.)

***Revenues should equal expenditures on all lines except actuals.



Application Checklist

☐ Children's Fund ☐ Youth Fund ☐ Community Partnership Fund

Please submit the grant application in the following order:

REQUIRED FORMS (Refer to RFGP Proposal Format section):

- ☐ Form 1 – Application Cover Sheet
- ☐ Form 2 – Outcomes Expected to be Achieved
- ☐ Form 3 – Program Budget and Revenue Form (*pages 1 & 2*)
- ☐ Form 4 – Application Checklist

PROPOSAL / NARRATIVE (Refer to Children's, Youth, or Community Partnership Fund RFGPs for specifics):

- ☐ Grant Priorities Addressed
- ☐ Program Description
- ☐ Planned Outcome, Performance Measurements and Evaluation Plan
- ☐ Program Budget Justification
- ☐ Funding Issues
- ☐ Qualifications of Organizations
- ☐ Cooperative Relationships and Evidence of Support (*Letters of collaboration or partnership, if applicable*)

REQUIRED ATTACHMENTS (Number attachments as required in Section V of RFGP):

- ☐ Attachment 1 – Audited Financial Statements
- ☐ Attachment 2 – Job Descriptions (*Refer to application Section V-H*)
- ☐ Attachment 3 – Organizational Background
- ☐ Attachment 4 – Evidence of Non-profit Status (*for the Community Partnership only*)

SUBMISSION REQUIREMENTS FOR FUNDS:

- ☐ Submission of eight (8) copies of the proposal (*one original and seven complete copies*)
- ☐ The target population of the proposal matches the guidelines outlined in the Requirements Section IV of the RFGP
- ☐ Program meets the criteria outlined in the Selection Criteria, Section VI of the RFGP
- ☐ Collaboration letters from all partners
- ☐ The narrative section of the proposal is no more than ten (10) pages

CHILDREN'S FUND ONLY:

- ☐ If applicable, submission of a readable copy of your NAEYC accreditation certificate

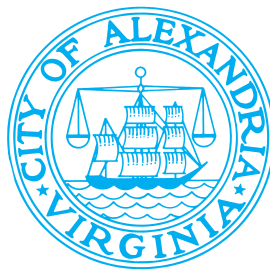
YOUTH FUND ONLY:

- ☐ The application addresses one or more of the Developmental Assets outlined in the Youth Fund RFGP

CITY OF ALEXANDRIA, VIRGINIA, AFHS CHILDREN'S FUND

FISCAL YEAR 2011 REQUEST FOR GRANT PROPOSAL

NOTES



Alexandria Department of Human Services
2525 Mt. Vernon Avenue
Alexandria, Virginia 22301